



STUDENT WITHDRAWAL OF STUDIES FORM (College of Graduate Studies)

APPLICANT DETAILS

Name	
Student ID	
Programme	
IC/PassportNo.	
Address	
Email Address	
Handphone No.	

REASONS OF WITHDRAWAL

"I would withdraw my studies because of the following reason/s:"

Student Signature *Date*

IMPORTANT NOTES ON REFUND POLICY

Kindly note that that the refund of tuition fees for a normal semester will based on the following table:

REFUND PORTION	Structure A & B &C
Full refund	0-7 days after commencement of the semester
2/3 refund	8-14 days after commencement of the semester
No refund	After 14 days

**Kindly refer UNITEN Website > Current Student > Academic Calendar & Important Dates for details*

**University Rules and Regulation Apply*

FOR INTERNATIONAL STUDENT ONLY:	
REVIEW FROM INTERNATIONAL OFFICE (Kindly tick /) Remarks	
() Student Pass expiry date :	() Currently, IO extending student pass
() Passport validity :	() Student pass can renew 3 months within return of student
() Passport validity less than 1 year :	() Currently, IO doing Special Pass for student
() Student Pass validity less 6 months :	() Currently student renewing / extending validity
() Student Pass has expired	() Currently, student has prepared documents for visa cancellation / Shorten and will submit to IO
() Currently student is overstaying	() Others :

Recommended / Not Recommended

Checked by:

International Office Executive

_____ Date

COGS ADMIN USE					
Effective Date					
Student Status	Date:				
Debt	<input type="checkbox"/> Yes : RM _____ <input type="checkbox"/> No				
Refund of Tuition Fee	<table border="1" style="width: 100%;"> <tr> <td style="width: 25%;"><input type="checkbox"/> Full Refund. RM _____</td> <td style="width: 25%;"><input type="checkbox"/> 2/3 refund</td> <td style="width: 25%;"><input type="checkbox"/> No Refund</td> <td style="width: 25%;"><input type="checkbox"/> Not Applicable</td> </tr> </table>	<input type="checkbox"/> Full Refund. RM _____	<input type="checkbox"/> 2/3 refund	<input type="checkbox"/> No Refund	<input type="checkbox"/> Not Applicable
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Checked by :	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"> Recommended/ Not Recommended by: _____ Admin Executive COGS Admin Office </td> <td style="width: 50%; text-align: center;"> Approved /Disapproved by: _____ Deputy Dean COGS Admin Office </td> </tr> </table>	Recommended/ Not Recommended by: _____ Admin Executive COGS Admin Office	Approved /Disapproved by: _____ Deputy Dean COGS Admin Office		
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Letter of withdrawal issued on					